

# Timing is Everything



## *Some helpful retirement tips for employees from the IRS...*

As a participant in a retirement plan, you're entitled to receive certain information about your plan to help *you* plan for *your* future. Here are a few examples:



Within 120 days after the end of a plan year, your employer is required to provide you with a **statement** of your accrued and vested benefit.

Most retirement plans are required to file a **Form 5500**, *Annual Return/Report of Employee Benefit Plan*, by July 31 of the following year. Your employer is required to give you a copy of the return within 30 days of your written request.

By September 30, your employer is required to give you a copy of the plan's **Summary Annual Report** which summarizes the plan's financial status for the prior year.



If you participate in a SIMPLE IRA or SIMPLE 401(k) plan, you must get an annual election **notice** describing your right to make salary reduction contributions and your employer's decision to make either matching or nonelective contributions for the next year by November 1.

For more retirement tips, talk to your employer or visit **[www.irs.gov/ep](http://www.irs.gov/ep)**, select "Plan Participant/Employee" and click on "Timing is Everything."